

# **Orchestra Librarian**

## **Alabama Symphony Orchestra**

### **Job Purpose**

The Orchestra Librarian is responsible for providing, organizing, and marking all of the music needed for performances, and for maintaining the orchestra's library of parts and scores.

This is a full-time, exempt position. Hours and days of work vary depending on the responsibilities of the position week to week and will require some night and weekend work. Compensation commensurate with experience and includes full benefits package.

### **Key Areas of Responsibility**

#### *Music Procurement*

1. Arrange for the purchase or rental of materials to meet program needs for the orchestra.
2. Check all incoming and outgoing performance materials for condition and completeness.
3. Ensure prompt return of rented or borrowed materials and adherence to copyright laws.

#### *Music Preparation*

1. Assist in all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking string parts.
2. Work with conductors and soloists to prepare music according to their specific requirements.
3. Secure bowings and other markings from conductors, string principals, and wind and percussion players as needed.
4. Review all music to determine if orchestra parts meet acceptable standards: legible parts, adequate rehearsal letters, numbers, and measure numbers. Take the necessary steps to correct problems that potentially could disrupt rehearsals.
5. Ensure that there are enough parts; provide parts sufficiently in advance to the concertmaster and other designated string principals for bowing and pre-rehearsal practice.
6. Ensure that bowings, rehearsal letters/numbers, and measure numbers are compatible between the conductor's score and the players' parts.
7. Assemble and arrange music in orchestra folders.

#### *Concert/Rehearsal Duties*

1. For all rehearsals and concerts, arrive at minimum, one hour early to execute any changes in bowing, stage set-up, etc. Ensure that all musicians have music and, if not, provide alternative. Set conductor's scores and batons; collect and store all music at conclusion of service.
2. Distribute and collect music at concerts and rehearsals; assist Music Director and

musicians with needs related to printed music.

3. Follow up at every rehearsal with the conductor and string principals for possible bowing changes, mistakes to be corrected in the parts, bad page turns, etc.

#### *Orchestra Library Maintenance*

1. Maintain the orchestra's collection of scores and parts; repair and maintain music and folders.

2. Catalogue and file music purchased for the orchestra library, maintain accurate inventory.

3. Track all items borrowed from the library, i.e., individual parts, scores, reference materials; ensure their timely return.

#### *Administrative*

1. Provide program listings, instrumentation requirements, and other information to staff as needed and requested.

2. Proof timing sheets for concerts.

3. Help to maintain accurate orchestra performance records in OPAS.

4. Help to prepare annual library budget.

5. Review and process all payments for music and supplies.

6. Assist in reporting to all appropriate performance licensing organizations (ASCAP, and BMI) all music performed on all concert series; pay annual fees as required.

7. During budgeting process, provide projected expense figures for planned repertoire.

#### *Other*

1. Maintain a current file of publisher catalogues, research availability and cost of music to be ordered.

2. Prepare music for all auditions.

3. Assist artistic staff in obtaining needed scores and preparing music to be performed.

### **Skills**

1. Computer proficiency, including OPAS and Microsoft Office.

2. Strong interpersonal and verbal communication skills essential along with the desire to work in a team-oriented organization with minimal oversight.

3. Highly organized and able to handle multiple tasks simultaneously; attention to detail; ability to work quickly and efficiently under pressure and meet CBA-mandated deadlines.

4. Must be able to read music and be well-versed in areas of Orchestration, Music History, Musicology and Music Theory.

### **Education**

1. A Bachelor's degree in music from a globally accredited university or related work experience in peer organizations.

### **Experience**

1. Significant experience as an orchestra librarian required; or relevant combination of education and/or training and experience.

## **Apply**

All interested and qualified applicants should submit resume and cover letter by email to:

[clong@alabamasymphony.com](mailto:clong@alabamasymphony.com)

Curt Long  
Executive Director  
Alabama Symphony Orchestra  
3621 Sixth Avenue South  
Birmingham, AL 35222

Start date to be mutually agreed upon.